



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



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| POSITION AND DUTY AFSC: TITLE: Contracting Specialist PD: 2272000 AFSC: 6C0X1 PSN #: 0077812434 | RANK/GRADE: NTE TSgt/E-6 | <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY <input type="checkbox"/> ON BOARD AGR ONLY | ANNOUNCEMENT #: ANG-AGR 2016-14 |
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UNIT, LOCATION, POC: **OPENS:** 20 May 2016 **CLOSES:** 20 June 2016

145 MSG

POC: Col Russell L. Ponder russell.l.ponder.mil@mail.mil

704-391-4124 DSN: 231-412

PRINCIPAL DUTIES AND RESPONSIBILITIES: Assists with pre-award, post-award, and contract closeout functions for a variety of supply, services, and construction contracts within the Air National Guard (ANG). Contracting is established through sealed bidding procedures with some assignments involving negotiated small disadvantaged business program contracts, architect/engineer contracts and Job Ordering Contracting (JOC) delivery orders. -Assists in the development of, or initiates advance acquisition or contracting plan for projects. Recommends the appropriate contract type and applicable special provisions as they apply to the particular project. Prepares Commerce Business Daily (CBD) synopsis, selects provisions of the solicitation applicable to the particular procurement and prepares the Invitation for Bid (IFB) or Request for Proposal (RFP) for procurements. This includes preparation of solicitation provisions, proposal documents, contract clauses, and plans and specifications. Compiles Bidders Mailing List and issues the solicitation and subsequent amendment(s), if applicable. Ensures that prospective contractor site visits and pre-bid conferences are conducted where appropriate. At the public bid opening, may draft Abstract of Bids and serve as Bid Opening Officer. Determines the responsiveness of all bids and prepares Bid Opening Report for distribution to the organization requirements office. Conducts pre-award survey of apparent low bidder with emphasis on financial resources, stability, past performance and capacity. Prepares responsibility determination for review and approval. Has responsibility for ensuring that funds obligation is in accordance with public law and that the pending contract is not over obligated. Assists in the preparation of the legal review package to contract award for submittal to the state or NGB-AQ. Prepares and distributes award package consisting of signed and approved contracts and labor and authority letters. Coordinates or conducts the pre-construction/performance conference; acts as recorder and prepares the minutes. Prepares Notice to Proceed (NTP). Receives and reviews contractor's performance and payment bonds and obtains bond legal review and acceptance. Evaluates contractor's Certificate of Insurance. Drafts Individual Procurement Action Report and award synopsis for Commerce Business Daily publication. Receives request for contract modifications and makes recommendation as necessary. Drafts the request for the contractor's proposal for equitable adjustment and obtains government estimate from project engineer. Prices and negotiates supplemental agreements when authorized. Writes Price Negotiation Memorandum (PNM). Maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend and approve an appropriate established schedule and to recommend and approve appropriate progress payments to contractors. Conducts labor surveys and investigations. Checks payrolls for compliance with applicable wage rates. Monitors insurance certificates, and initiates necessary correspondence. Provides contract administration coordination. Completes contract management, and is the central clearing point for all matters affecting the contract including changes, invoices, payments, funds obligation and adjustments, claims, disputes, travel allowances, quality, services, and terminations. Recommends the issuance of suspension of work or stop work orders, as necessary and negotiates equitable settlements for claims between the government and the contractor. If applicable, recommends that contracts be terminated for default or for the convenience of the government. Develops the documentation necessary to support the recommendation. Negotiates equitable agreements for claims arising from the termination. Prepares a draft copy of the final decision regarding a dispute between the contractor and the government. The letter and supporting documentation must be of such clarity and detail as to withstand a review by the Armed Services Board of Contract Appeals or other legal body. Coordinates contract completion/closeout including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance, as built drawings, release of claims, final payment and construction contract evaluation. May be required to perform [Standard Procurement System \(SPS\)](#) Administrator duties in the absence of lower graded employees. Performs other related duties as required.

QUALIFICATIONS Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: pricing techniques, market trends, supply sources, US or foreign commercial practices and marketing factors contributing to prices of items, equipment, materials or services. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures. Ability to communicate effectively in writing. Ability to speak distinctly. Never convicted of a felony. Never been convicted by court-martial or never have received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility. Must maintain Air Force Network License according to AFI 33-115, Licensing Network Users and Certifying Network Professionals.

NOTE: All applicants must meet the training requirements listed below in addition to specialized experience. A college transcript must be submitted with application to verify college credits.*

TRAINING REQUIREMENT: For entry into this specialty, completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management is required, or possession of a baccalaureate degree. The contracting career path includes three progressive levels of certification. Each level identifies the completion of specific training, education and experience requirements. Acquisition personnel may not be assigned to an acquisition position unless they have been awarded a certification at the level which the position requires, or can obtain the required certification within twenty-four (24) months of being assigned to the position. The selected applicant must achieve APDP Level II Certification within 24 months of assignment, if not already completed. Applicants must submit a copy of their current Acquisition Career Management System (ACMS) record.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDC. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.
- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) College Transcripts as identified under "Basic Requirements"
- (8) Scan all documents and submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil. Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.²